G. R. S. IX-5]

Previous references.

File No. 9-30

1930-31

Serial Nos. 2

Later references. (Census)

P

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /

Part B for September 1930.

SUBJECT.

Copy of New Census Code, Part II.

1CY 57

G. R. S. 58.

Previous references.

1915.

L. R File No. 12-15

Land Revenue

Serial Nos. 220, 221, 225, 230 & 235

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 220, 221, 225, 230 & 235

Part B for July. 1916

SUBJECT.

Reports of the occurrences of accidental fire at (1) Kabbal, Kankanhalli Tk (2) Danavandi, Kunsi Sub Tk (3) Kolgebyle, Thirthahalli Tk (4) Hosur, Kadur Tk

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To Revenue Commr No R 323 Dt 7.7.16

Records. the reports

B. L. Krishna Murthy W D 1551—GPB—20,000—13-12-15

Np. 364 of 30-31 (24D)
Encls. 3 copies.

Cens. 9-30-2

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE, BANGALORE.

GENERAL BRANCH 1613 2 SEP

Dated 30th August 193 0

FROM

M. VENKATESA IYENGAR, Esq., M.A.,
CENSUS SUPERINTENDENT IN MYSORE.

OFFICE OF FIRST MEMBER 2 SEP 1930 No. 1935

To

The Hon'ble N. Madhava Rao, Esq., B.A., B.L.,
Chief Secretary to the Govt. of Mysore,
Bangalore.

CHIEF SECRETARY 1 SEP. 1930

SIR,

I have the honour to forward herewith for the perusal of Government three copies of the Census Code, Part II.

I have the honour to be,
Sir,
Your most obedient servant,

M. Venkatesaiyengar

CENSUS SUPERINTENDENT.

For perusal. dd 2/9.

vvk.

(1st member)

GENERAL MISCELLANEOUS BRANCH 4 SEP 1930

4-9-30.

The issue of Part I of the Code previously sent as **Provisional** needs no modification and may be treated as **Final**. For "Chapter IV," however, in the note to para 40 in that part, please read Part III and remember sub-paragraphs (vii) to (x) of paragraph 49 as (vi) to (ix).

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CODE OF INSTRUCTIONS FOR THE CONDUCT OF THE SEVENTH CENSUS OF MYSORE, 1931.

PART II.

CHAPTER V.

PRELIMINARY ENUMERATION.

SECTION 1.

Introductory.

91. The instructions in this Part are intended for the guidance of Charge Superintendents and higher supervising Officers.

92. **Distribution of forms.**—Arrangements will be made to supply direct from the Press to each Charge Superintendent, Enumeration books and other Enumeration Forms (such as House-hold schedules, Circle and Charge Summaries, etc.,) calculated on the requirements of each charge. Spare copies of loose schedules will also be supplied to supplement the books when necessary. The details of distribution will be regulated by a separate circular.

93. The Charge Superintendent should decide the size of the Enumeration book to be issued to each block and have the numbers of the block, circle and charge entered on the first page of the cover of each book. The block list which will form part of each book should then be duly filled up. The books for each circle should next be arranged according to the circle list and made into bundles which should be handed over to the Supervisor concerned. A reserve stock of spare Schedule forms should also be given to the Supervisor. A receipt for all these articles should be obtained from the Supervisor and filed in the office of the Charge Superintendent. The Supervisor should be instructed to distribute the books to the Enumerators in his circle and obtain acknowledgments and send them for being filed in the Charge Superintendent's records.

Section 2.

Instruction and training of Census Officers.

94. **The training of Census Officers.**—To secure correct entries in the various columns of the Schedule, Supervisors and Enumerators should be carefully and systematically trained beforehand. It is not sufficient to supply them with printed rules and instructions. Instructions must mostly be personally communicated and higher officers should test the knowledge of the rules possessed by the subordinate agency.

95. **Method of Instruction.**—The best way of imparting knowledge of the rules is to have practice enumeration carried out on forms which will be supplied for the purpose and to correct the mistakes that may be committed.

Centres for training should be selected so as not to call the Census Officers far from their homes. They are for the most part a volunteer agency and care must be taken not to cause them unnecessary trouble or inconvenience.

In the case of Special Institutions like Hospitals, Jails, Lock-ups, etc., the training of the Census Officers must be arranged for in consultation with the officers in charge of the intitutions.

Section 3.

Preliminary Enumeration.

96. **Testing of the Preliminary Record and its completion.**—From the commencement of the Preliminary Enumeration until the end, the closest supervision should be exercised on the work of the Enumerator. Not only the Supervisors and the Charge Superintendents, but all other officers who can by any means find time for the purpose, should scrutinise the work of Preliminary Enumeration. The preliminary record should be completed by the 1st February 1931 in rural areas, and by the 5th February 1931 in urban and city areas (a date not later than 15th February being fixed by Deputy Commissioners for blocks where for any reason more time has to be given), and between that date and the Final Census special efforts should be made to examine and correct as much as possible of the Enumerator's work. About 95 per cent of the entries made at the Preliminary Enumeration will be the same as at the Final Census so that if this part of the work is accurate there will be very little room for error in the final returns.

97. **Special arrangements.**—The following rules regulate the arrangements for the census of inmates of Jails, Lock-ups, Hospitals, Dispensaries and Asylums:—

(i) The term 'inmates' includes all persons who reside, *i.e.*, who eat and sleep within the precincts of the Institution. In the case of Jails and Lock-ups, it will include all classes of prisoners and such of the Jail officers, their dependants and servants as reside, and take their meals, within Jail limits. It will not include the Police on guard duty, or Jail officers residing outside Jail limits, as they will be enumerated in their dwelling houses.

In the case of Hospitals, etc., it will include the in-patients and such of the Hospital staff, their dependants and servants as reside, and take their meals, within the limits of the hospital;

(ii) subject to the genenal supervision of the Deputy Commissioner or President, the Census of these Institutions should be vested in the heads thereof. In consultation with them, an adequate staff of Census Officers should be formally appointed from among the officials employed in them. Census forms should be supplied by the Deputy Commissioners or Presidents from their reserve.

(iii) In order that there may be as few changes as possible between the Preliminary Enumeration and the Final Census, the former should be commenced on the 15th February 1931 and completed on the 20th February 1931.

(iv) "Inmates" who will be released or discharged between the 15th and 26th February 1931 should not be entered in the preliminary record.

(v) In the 'Occupation' columns of the Schedule, prisoners should be shown as dependants and entered as convicts (rigorous imprisonment, convicts, simple imprisonment), undertrial or civil prisoners as the case may be.

In the case of in-patients of Hospitals, and Dispensaries, the occupation before admission should be mentioned; while patients in the Leper Asylum and the Mental Hospital should be shown in the occupation column of the Schedule as 'inmate' of Leper Asylum or Mental Hospital.

98. **Census of Students' Homes, etc.**—Arrangements for the census of students' homes, boarding houses, hostels and other institutions, should be made on similar principles, the occupation column being filled up in accordance with the rules laid down in Part III of the Census Code.

SECTION 4.

Special cases.

99. **No Preliminary Enumeration in certain cases.**—There is no preliminary enumeration in the case of persons to whom Household Schedules are issued, and in the case of residents of Travellers' Bungalows, etc., and of gatherings at Fairs, etc., only Final Enumeration taking place in these cases on the night of the 26th February 1931.

100. **Localities affected by Plague.**—(*a*) Special arrangements will have to be made in places where plague is prevalent and the people have moved to temporary dwellings at some distance from their permanent homes. The precise procedure to be followed will vary according to local conditions.

(*b*) In the case of small villages with 50 houses or less in which the people camp out in sheds put up within the limits of the same village, the shed occupied by each family may be given the same number as the house which the family occupied in the village. The numbering of blocks and houses will then remain undisturbed.

(*c*) In the case of larger villages, compact groups of sheds should be formed into new blocks and fresh enumerators appointed for them. The existing serial numbers of blocks should not be disturbed. The blocks formed of temporary sheds may be given the same serial number as the last block number in the village, with sub-numbers to distinguish them. Scattered sheds should be added to the nearest block.

(*d*) Where people from a plague-stricken village camp in a neighbouring village, the sheds in the limits of the latter should, if they are a large number, be formed into new blocks, and if a small number and scattered, added to the nearest existing block in the village, in the same manner as above.

(*e*) In all these cases care should be taken to see that no shed is left out and that an Enumerator is not given too large a distance to traverse.

(*f*) A statement of places, if any, in which special arrangements will be necessary on account of plague should be made on the 15th December 1930 and arrangements made to have the sheds numbered and the blocks reconstituted as above before the 15th January 1931.

CHAPTER VI.

FINAL ENUMERATION AND PROVISIONAL TOTALS.

SECTION. I.

Final Enumeration.

101. **General.**—The Final Enumeration or the Census is the process of checking and correcting the record of the Preliminary Enumeration so that it shall correspond with the state of facts actually existing on the Census Night. It should be commenced at about 7 P.M. on the evening of the 26th February 1931 and completed, if possible, by midnight. To secure reasonable expedition and reduce the number of alterations to a minimum, proclamations should be issued some time before the Census requesting people to avoid fixing that date for weddings and other social and religious ceremonies, and to stay awake in their houses with a light burning and dogs, if any, muzzled, until the Enumerator has visited them. In selecting the date for the Census, care has been taken to avoid dates likely to be auspicious for social and religious ceremonies.

102. **Procedure.**—The following points of procedure at the Final Census require particular attention :—

(i) Care must be taken beforehand to see that each Enumerator has a sufficient number of unused Schedules for new entries. In ordinary rural blocks one or two Schedules will be sufficient but more will be required where there are Camping Grounds, Fairs, Festivals and the like.

(ii) Enumeration tickets for travellers should be supplied where necessary in advance to prevent double enumeration.

103. **Special arrangements.**—(i) *Jails, Lock-Ups.*—The Final Enumeration should be commenced at Lock-up time on the 26th February 1931. Every prisoner should be called by his name as he enters his cell and the entry against his name in the Enumeration book verified. Prisoners received after the preliminary enumeration has been made should be entered, and the names of those no longer present struck out. When all the prisoners have been dealt with, the Final Census of the resident Jail staff should be taken.

(ii) *Other Institutions.*—Similar procedure should be adopted in the case of Hospitals, Dispensaries, Asylums, Students' Homes, and Hostels.

(iii) *Jatras, fairs and festivals.*—As mentioned in para 66, (Chapter III) a list of jatras, fairs and festivals that are likely to be held about the 26th February 1931 should be kept for ready reference. In regard to these, there will be no Preliminary Enumeration. Special arrangements should be made beforehand for Final Census. Where the number of persons to be dealt with is likely to be large, special Enumerators should be appointed at the rate of one for every 150 persons or less and an Enumeration Ticket should be given to each person enumerated to prevent his being counted twice over.

(iv) *Hill Tribes.*—Arrangements should also be made for procuring on the night of the Final Census the attendance at the nearest village of hill tribes living in jungles, of herdsmen of Amrut Mahal and other cattle living in Kavals, and of Idigars and Toddy drawers living in date groves.

(v) *Carters.*—On the main roads, where it is the practice for carts to travel through the night, stations should be selected at which persons may be enumerated as they pass; Travellers' Tickets should be issued to them to prevent double enumeration.

(vi) *Touring officials, etc.*—Arrangements should be made for the enumeration of the camps of all officials on tour in the district on the night of the 26th February 1931 and of persons staying in Travellers' Bungalows, etc.

(vii) *Wood-cutters.*—The Census of wood-cutters and other persons in Forest Reserves will be taken by the Forest Staff. The procedure will vary according to circumstances. Ordinarily it will be sufficient to direct all persons working in forests to assemble on the afternoon of the 26th February at centres previously notified where they will be enumerated by the Forest Ranger or other officer selected. In special cases, other arrangements will be necessary.

(viii) *Wandering Tribes.*—It is difficult to lay down any general rule for the Census of wandering tribes. Tribes under Police surveillance should be enumerated by the Police, arrangements being made to follow their movements from station to station and to send out the necessary forms. If possible, the camp should be kept stationary for a few days before 26th February 1931. For tribes not under surveillance, special arrangements should be made. All wandering tribes should be included in the population of the village in which they are encamped.

104. **Preparation of Abstracts and Summaries.**—The Charge Superintendent should under the instructions of the Deputy Commissioner or President fix the place for each Circle at which

the Enumerators of the Circle should meet their Supervisor for the preparation of the Enumerators' Abstract and the Circle Summary. Arrangements should also be made for the prompt receipt of the Abstracts, Summaries and Enumeration Books at the Charge Superintendent's office.

SECTION 2.

Provisional totals.

105. **Preparation of Charge Summary.**—Immediately on receipt of Summaries, the Charge Superintendent should compare each circle summary with the Circle List, the Charge List and with the Enumerator's Abstract and make sure that no Circle or block has been omitted and that the Enumerator's totals have been correctly posted.

He should get the totals of each Circle Summary checked independently by two Supervisors in the manner prescribed for Enumerator's Abstracts. He will then post the totals of the Circle Summaries in his Charge Summary, and add them up with the help of Supervisors working independently. He will then attach to the Charge Summary all the Circle Summaries for the Charge arranged in serial order, and send the entire set of Summaries for the charge by the quickest possible route which will have been settled beforehand by the Deputy Commissioner. In case where a Charge forms part of a City, the Summaries should be sent to the City Area Headquarters.

106. **Check of Schedules by the Charge Superintendent.**—After despatching the summaries, the Charge Superintendent will look through the entries made in the Schedules at the Final Enumeration, and satisfy himself that there are no serious errors or omissions. Should any come to his notice, he will order the Supervisor concerned to have them rectified in *two days* at the outside. When everything is in order, the Charge Superintendent will have the Enumeration Books arranged by Circles, give the Supervisors their receipts and deal with the books according to the instructions of the Deputy Commissioner or President.

107. **District Summary.**—On receiving the Charge Summaries, Divisional Census Officers should, under the directions of the Deputy Commissioner, have them compared with the Circle Lists and Circle Summaries and see that the latter have been correctly posted and that no Circle has been omitted. The addition of each Summary should be carefully checked by two clerks working independently. The totals of each charge should then be posted in the Summary for the District, care being taken

that no Charge is omitted and that the figures entered are those showing the grand total of each charge and not merely that of one page of the Charge Summary. Special care must be taken to include the figures for Railways, Factories, Mines, etc., if any.

108. **The provisional District Total.**—The totals of the District Summary should be made up by two clerks working independently. When examined and passed as correct, the result in respect of the following should be telegraphed in words to the Census Superintendent in Mysore at Bangalore (i) District (2) Occupied Houses, (3) Males, (4) Females and (5) Total Population.

109. **Special Instruction.**—The Deputy Commissioners will be in personal charge of this part of the Census work and ensure the accuracy of the figures telegraphed.

110. **Posting of District Summary.**—A copy of the complete District summary should then be posted to the Census Superintendent in Mysore registered by the first post. The District summary and other summaries should follow in a separate registered packet.

111. **Publication of Results.**—The totals of each District and City with the name of the Deputy Commissioner and President will be published on receipt of the telegrams. If proper arrangements are made everywhere, the District telegrams should reach the Census Superintendent within five days of the Census.

112. **Precaution against delay.**—In order that publication of the general total may not be delayed owing to defective local arrangements, Deputy Commissioners and Presidents will issue precise instructions to each Charge Superintendent and Supervisor before the 15th January 1931 regarding the manner in which he has to collect and send on the figure to secure the greatest possible expedition. A concise note showing the arrangements made in this behalf should be sent to the Census Superintendent by the 20th January 1931. What parts, if any, of their District are so situated that there is danger of the Charge or Circle summary not reaching Head-Quarters in time for District totals being telegraphed by the 3rd March should be reported at the same time and instructions obtained in regard to such areas.

113. **City summaries.**—In the case of the Kolar Gold Fields City area, the Charge Summaries will be incorporated in the District Summary for the Kolar District. In the case of Bangalore and Mysore Cities, the provisional totals and the Charge summaries will be communicated directly to the Census Superintendent in the manner laid down for District totals and District summaries.